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U. S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

BLM is on the Move

DOWNSIZING PROJECT BULLETIN
No. 6
OCTOBER 16, 1991

The Bureau Management Team (BMT) met October 8 in Denver, as scheduled, to decide how to allocate Washington Office functions and responsibilities under the downsizing. A summary of the decisions can be found in the following message from Deputy Director Dean Stepanek; information on the personnel planning phase can be found in the story on page 4. In addition, position allocation tables showing placement of functions from WO100, WO200, WO600, WO700, and WO800 to State or Center Offices are attached as pages 6-11. All Washington Office employees are encouraged to review this material.

Deputy Director's Message

At its October 8 meeting in Denver, the BMT agreed upon a distribution plan for the downsizing effort in the BLM that builds upon existing workload and program expertise/strengths in the field. For example, many of the Energy and Minerals programs already have a "critical mass" of expertise in the States where those programs are located, such as coal in Wyoming. However, programs in the Land and Renewable Resources area that are not concentrated in a few States would develop program expertise in areas of heavy workload.

In general under this plan, downsized positions for most programs will be widely distributed in the field. The Director emphasized that the downsizing decisions are being made to broaden BLM's base in natural resource management.

National direction for all downsized functions in the future will be provided through the Annual Work Plan (AWP) process. The Assistant Directors and State Office/Center Directors will agree upon work (for example, preparation of regulations, handbooks, etc.) to be accomplished during a fiscal year, and this will be reflected in the AWP. Unplanned work (for example, preparation of issue papers, testimony, etc.) will be coordinated between the Assistant Directors and the State/Center Directors. Downsized positions will report to appropriate field office officials.

Downsizing implementation will continue on the established schedule, which calls for the moves of most employees who would be transferred to be completed by August 4, 1992.

Also, as a result of the October 8 meeting of the BMT in Denver, the BLM will consider asking for authority to cover several proposed organizational changes. One of these proposals will be to establish a National Resources and Research Center. The Center will be a separate entity and report to the Director.

Subject to further discussion with the Department, the BLM will ask for authority to establish an Assistant Directorate, Human Resources, which will be responsible for personnel, all recruitment activities, and training. In the near term, EEO will continue to report to the Director, and the staffing requirements will be reviewed.

As a result of the decisions affecting WO700 and WO800, the BLM will ask for authority to combine the remaining functions under one Assistant Directorate. The BLM will also ask for authority to reduce the number of divisions. For example, the Assistant Director, WO600, could continue his efforts to compress his organization into fewer divisions.

As appropriate, staffing requirements related to the proposed organizational changes will be considered at the November 20-21 meeting where the BMT will operate as a Personnel Management Committee (PMC).

Similar to the policy for downsizing Washington Office staff assistants, it was decided that other categories of similarly lower-graded employees (for example, personnel assistants and other assistants) will be downsized through attrition.

The Assistant Directors originally developed two downsizing options — a control option and a preferred option. The BMT basically approved the Assistant Directors' preferred alternatives for downsizing, which will result in approximately 320 positions remaining in the Washington Office and 200 positions moving to the field. The 320 positions include the following preliminary totals by organization:

WO100	71
WO200	48
WO600	44
WO700	67
WO800	90

The BMT's decisions will result in some significant changes from the original proposal in the locations for the 200 positions moving to the field. The Assistant Directors have prepared allocation tables that reflect a proposed distribution of these positions by Washington Office divisions between Headquarters and State/Center Offices. The position allocation tables for each Assistant Directorate are attached to this bulletin.

Some other specific decisions that were made are listed by Assistant Directorate, as follows.

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The Assistant Director, Land and Renewable Resources (WO200), proposal was modified to add two Washington Office positions each in Wildlife and Recreation. The Wild Horse and Burro program will be assigned to Nevada, with a senior staff officer remaining in the Washington Office. The BLM will also seek resources for a major Wild Horse and Burro facility in Nevada. The Alaska Programs Staff will be downsized to one Washington Office position, which could be a special assistant to the Assistant Director.

The Assistant Director, Energy and Mineral Resources (WO600), proposal was approved with two modifications. Two to three Washington Office positions will be added to address material weaknesses in the minerals programs. These positions will sunset when not needed. Secondly, the Assistant Director, WO600, will allocate two positions to New Mexico for Indian concerns.

The Assistant Director, Management Services (WO800), proposal was essentially approved. However, it was emphasized that with regard to the Division of Personnel, employees will be downsized on a schedule that recognizes the downsizing workload. The Washington Office Personnel Resources Staff will increase by two positions over the proposal. It was emphasized that the Budget Office, which is increased by four positions in the proposal, is organized as a service organization. The Finance Division in the Washington Office will be as proposed in recognition of implications of Chief Financial Officer requirements.

The Assistant Director, Support Services (WO700), proposal was also approved with several modifications. The two engineering positions that are being downsized, along with a number of Service Center engineering positions, will be distributed to other field offices. The Service Center Director proposes zoning engineering positions, possibly in Oregon, Colorado, or Utah. Planning positions will be distributed where work is located to cover critical plans to be done. An additional one or two planning positions may be retained in the Washington Office, pending approval by the Deputy Director (WO101).

Two other decisions affected automation in the Washington Office. First, Information Resources Management (IRM) may be a separate unit reporting to the Deputy Director (WO101) or to the new Assistant Director for WO700/800. Secondly, the Assistant Directors' Data Administrator positions will remain in the Washington Office, subject to later review.

It was also decided that approximately 10 positions will be assigned to field offices, but located in the Washington Office with developmental assignments on the Hill and in the Department.

A controlled correspondence unit will be established under the Deputy Director (WO110), initially to support the WO200 and the WO700 correspondence workloads. The WO600 and WO800 correspondence workload will be added incrementally.

Personnel Planning Phase

The next phase of the downsizing is personnel planning — matching employees with functions.

As the first step, the Assistant Directors and Division Chiefs will begin the second round of employee interviews this week. The Assistant Directors are expected to complete their initial proposals for implementing the personnel phase of the downsizing by November 4. At that time, they will present their initial proposals to a team consisting of the Deputy Assistant Directors, field representatives, a personnel specialist and an EEO specialist. This team will be tasked with reviewing the Assistant Directors' initial proposals for implementing the personnel part of the downsizing decision.

The review team will examine the proposals for consistency where necessary, conformance with the downsizing functional decisions, opportunities to facilitate employee placement, and conformance with equal opportunity and merit system requirements. The team will make a presentation to the Headquarters Management Team (HMT) when it has completed its initial work. The HMT will then provide further direction to the team to facilitate personnel placement. Where multiple options exist for State placements, those options will be brought to the November 20-21 BMT/PMC meeting.

The following schedule has been established for completion of this next phase of downsizing:

10/15	Washington Office Division Chiefs meet to review second-round employee interview requirements.
10/16	Washington Office employees begin updating questionnaires.
	Division Chiefs begin second round of interviews with all employees.
10/25	Second-round interviews to be completed.
	Division Chiefs and Assistant Directors begin developing downsizing personnel options.
11/4	Assistant Directors make presentations to the team assigned to review the personnel options.
11/8	Team presents options and issues to HMT.
11/20-21	BMT/PMC

It should be noted that the Director provided explicit ground rules to the BMT concerning downsizing personnel selection procedures. Under these ground rules, no one is authorized to make commitments of any kind prior to decisions at the November BMT/PMC; exceptions require approval of the Deputy Director (WO101).

These rules apply to all positions affected by the downsizing. In addition, there is to be no State contact with any Headquarters employee regarding downsizing placement, although the options review team may be contacting specific State or Center Directors to facilitate personnel placement. Downsized position descriptions will be classified in the Washington Office with appropriate field office participation.

Restatement of Downsizing Goals

Now that the Washington Office is entering the personnel placement phase of the downsizing, it seems useful to restate the goals and objectives of the downsizing.

The primary objective of the downsizing project is to continue to improve the quality and quantity of services to internal staff and external constituencies. The Director's goal is to enhance the services provided by the Washington Office, thereby increasing the BLM's overall effectiveness.

The methods to accomplish this objective are (1) downsize the Washington Office, which will move more technical and operational expertise and functions to field offices; (2) recognize Bureauwide technical expertise already in the field; and (3) emphasize the capability of the BLM Washington Office to deal with national policy, as well as with other agencies and the Congress.

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Copies of the current bulletin and all previous bulletins may be obtained from Carol MacDonald, Washington Office Public Affairs, MIB 5600.

Questions for the Q&A section may be submitted to Carol MacDonald (WO130) at MIB 5600 or (202) 208-5717 or (FTS) 268-5717. Questions from field office personnel are also welcome.

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Washington Office		
Office	Current	Proposed
Director/Deputy Directors (WO-100)	82 (20)	71 (20)
AD--Land & Renewable Resources (WO-200)	107 (22)	48 (6)
AD - Energy & Mineral Resources (WO-600)	95 (17)	44 (8)
AD - Support Services (WO-700)	98 (9)	67 (7)
AD - Management Services (WO-800)	123 (16)	91 (13)
TOTALS	**505 (84)**	**321 (54)**

Field Offices						
Office	WO-100	WO-200	WO-600	WO-700	WO-800	Totals
Service Center	0	2	1	8	8	19
BIFC	10	0	0	7	0	17
PTC	0	1	1	0	0	2
Alaska	1	5	2	0	1	9
Arizona	1	4	1	0	2	8
California	1	3	4	0	1	9
Colorado	1	5	5	0	6	17
Eastern States	1	1	3	8	6	19
Idaho	1	5	1	0	1	8
Montana	1	2	4	0	2	9
Nevada	1	8	3	0	3	15
New Mexico	1	2	9	0	1	13
Oregon	1	5	2	0	2	10
Utah	1	4	5	0	2	12
Wyoming	1	2	10	0	1	14
To Be Determined	0	8	0	6	0	14
Totals	22	57	51	29	37	195

(Draft)

Distribution Table -- WO-100

[Note: Numbers in parenthesis represent those of the total which are Staff Assistant positions.]

	WASHINGTON OFFICE		FIELD OFFICES														
UNIT	Current	Proposed	SC	FC	PTC	AK	AZ	CA	CO	ES	ID	MT	NV	NM	OR	UT	WY	FO
DIR/DD	11(2)	13(2)																
Internat'l		3																
Ext. Aff.	7(3)	13(4)*																
EEO	19(5)	7(5)				(1)	(1)	(1)	1	1	1	1	1	1	1	1	1	12
OPA	15(3)	15(3)																
LEGS	11(4)	11(4)																
Con Aff.	8(2)	8(2)																
Law Enf.	11(1)	1		10(1)														10
Subtotal	82 (20)	71 (20)	0	10	0	(1)	(1)	(1)	1	1	1	1	1	1	1	1	1	22

*Includes 5(1) in correspondence unit. Actual staffing requirement and location being developed.

(Draft)

Distribution Table -- WO-200

[Note: Numbers in parenthesis represent those of the total which are Staff Assistant positions.]

	WASHINGTON OFFICE			FIELD OFFICES															
UNIT	Current	Proposed		SC	FC	PTC	AK	AZ	CA	CO	ES	ID	MT	NV	NM	OR	UT	WY	TBD	Total
		100	200																	
AD/200	7 (2)		4 (1)	1						1									1	3
Range	19 (4)	1	7 (1)									1	1	4[1]	1		2[1]	1	1	11
Forestry	10 (2)		5									1				4[1]				5
Wildlife	10 (2)		7 (1)					1[1]				2								3
Wild Horses	5 (1)	1	1											3						3
Alaska	6 (1)		1				5													5
Lands	29 (7)		12 (2)	1				1	2	1	1	1	1	1	1	1	1	1	4[2]	17
Rec.	21 (3)[3]		7 (1)						1	2										3
Cultural			2					1									1			2
Wilder.			2			1		1		1									2[2]	5
Subtotal	107 (22)	2	48 (6)	2	0	1	5	4	3	5	1	5	2	8	2	5	4	2	8	57

[1]Four positions, one from each field location, are designated for the National Resources/Research Center.

[2]Six positions no longer needed for national functions; money will be distributed to the Field.

[3]This reflects the combined total in the Division of Recreation, Cultural and Wilderness Resources.

(Draft)

Distribution Table -- WO-600

[Note: Numbers in parenthesis represent those of the total which are Staff Assistant positions.]

	WASHINGTON OFFICE		FIELD OFFICES														
UNIT	Current	Proposed	SC	FC	PTC	AK	AZ	CA	CO	ES	ID	MT	NV	NM	OR	UT	WY	Total
AD/600	6 (2)	4 (2)	x[1]		x	x	x	x	x	x	x	x	x	x	x	x	x	2
Fld-Ops	21 (5)	10 (1)	x		x	x		2	1	x		1	x	4		1	2	11
Fluid-Lse	16 (3)	4 (1)			x	x	x	1	2	1	x	1	x	3	x	1	3	12
Sol-Lse	12 (2)	4 (1)							x	1	1	1		1		2	2	8
Sol-Ops	14 (1)	5 (1)	x		x		x	x	1	1	x	1	x	1	x	1	2	9
Min Law	16 (1)	10 (1)				1		1	x		x		2		1			6
Min Pol	10 (3)	7 (1)				1			x	x		x				1	1	3
Subtotal	95 (17)	44 (8)	1	0	1	2	1	4	5	3	1	4	3	9	2	5	10	51 (11)

[1]The "x's" shown in the field distribution represent work months that ar less than 1 FTE. Totals include the sum of these work months.

(Draft)

Distribution Table -- WO-700

[Note: Numbers in parenthesis represent those of the total which are Staff Assistant positions.]

	WASHINGTON OFFICE			FIELD OFFICES															
UNIT	Cur.	Proposed		SC	FC	PTC	AK	AZ	CA	CO	ES	ID	MT	NV	NM	OR	UT	WY	Tbd	Total
		100	700																	
AD/700	6(1)	1	5(1)																	
Safety	3			3[1]																3
IRM[2]	43(3)		43(3)																	
Res.Sci.	2		2																	
Cad.Sur.	10(1)		2								8(1)									8(1)
Eng.	4(1)		2	2(1)																2(1)
Fire	10(1)		3 (1)		7															7
HazMat	8(1)	1	4 (1)	3(1)																3(1)
Plan.	12(1)		6 (1)																6	6
Subtotal	98(9)	2	67 (7)	8(2)	7	0	0	0	0	0	8(1)	0	0	0	0	0	0	0	6	29 (3)

[1]Reports to the AD from the Service Center.

[2]IRM is exempt from this phase of the Downsizing Project.

(Draft)

Distribution Table -- WO-800

[Note: Numbers in parenthesis represent those of the total which are Staff Assistant positions.]

	WASHINGTON OFFICE		FIELD OFFICES														
UNIT	Current	Proposed	SC	FC	PTC	AK	AZ	CA	CO	ES	ID	MT	NV	NM	OR	UT	WY	Total
AD/800	7(1)	3(1)	1						1	2								4
Em.Dev.	7	4								1		1				1		3
Finance	7(1)	6(1)	1															1
Pers.	32(4)	16(2)	[1]1			1	1	1	5[2]	1		1	1	1	1	1	1	16 (2)
Mgt.Res.	9(1)	8(1)											1					1
Ad.Svc.	35(5)	[3]25(4)	5				1			1	1		1		1			10 (1)
Eval.	7(1)	6(1)								1								1
Budget	19(3)	23(3)																
Subtotal	123(16)	91 (13)	8	0	0	1	2	1	6	6	1	2	3	1	2	2	1	36

[1]Places the recruiting staff in the Colorado State Office.

[2]Includes dollar equivalent of one position to facilitate establishing a personnel office.

[3]Downsizes a graphics position to the Service Center.

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